

How to download and print monthly Timecards.

Log in with your first.last username and enter your password.

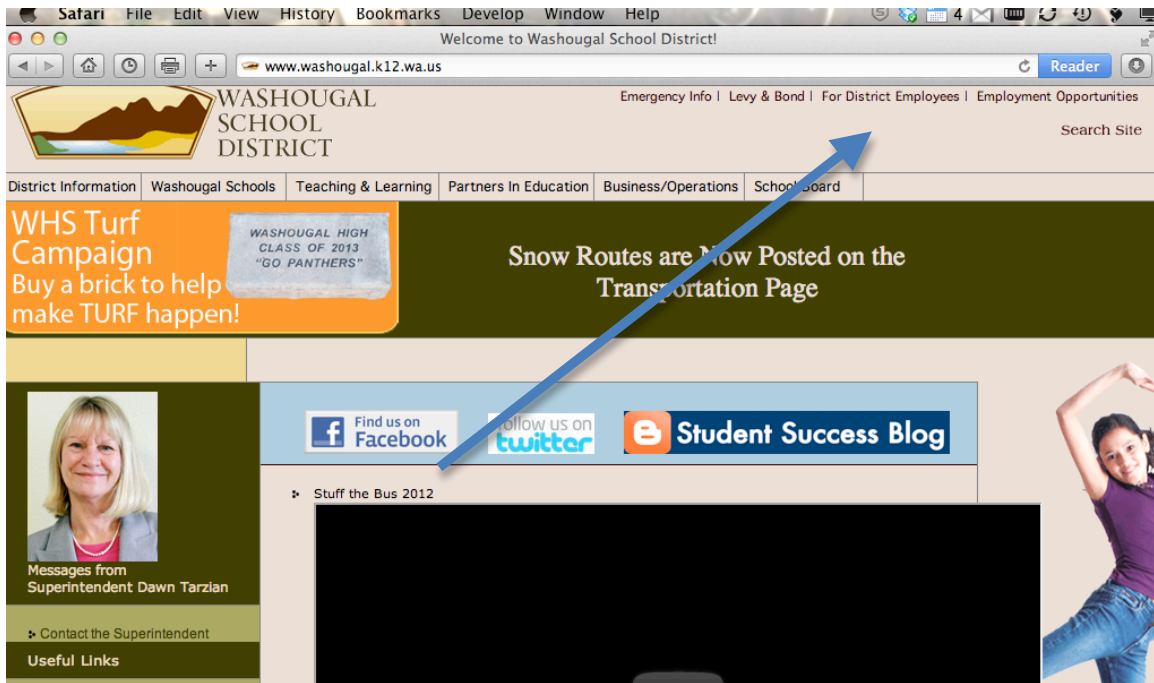
If you don't know your username/password, please contact your building's tech support person



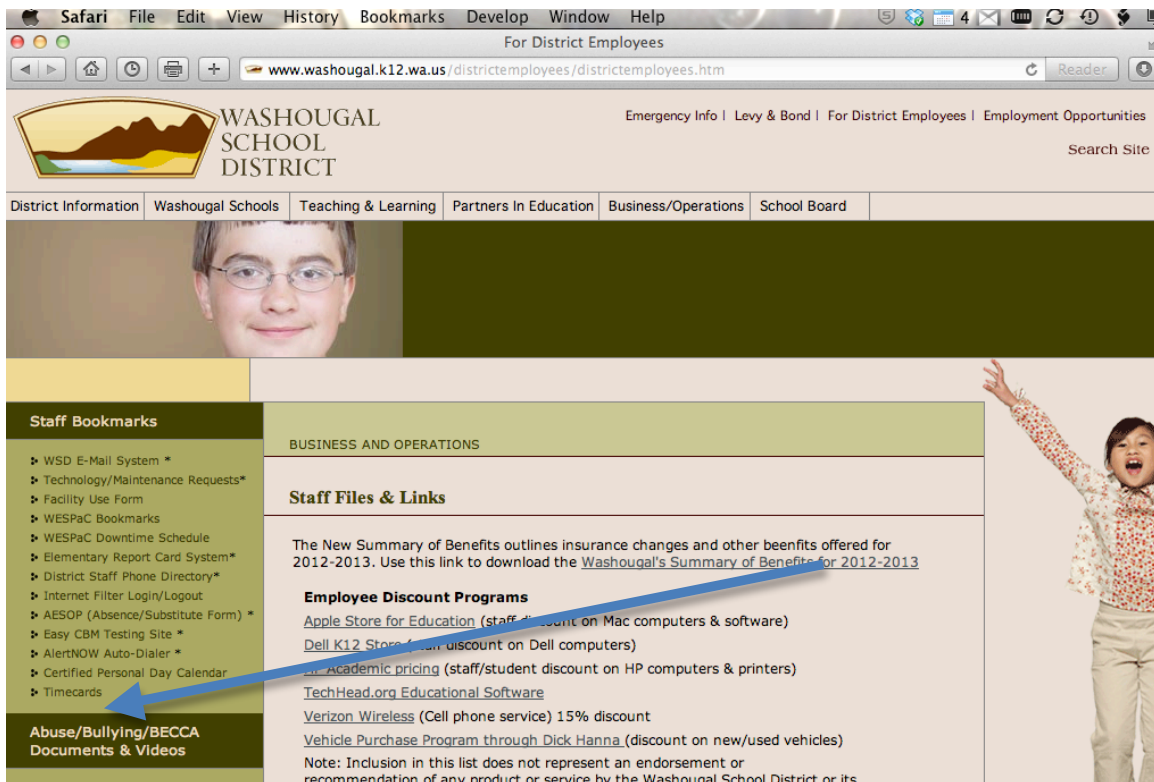
Click on Safari icon located on the Dock at the bottom of the screen.



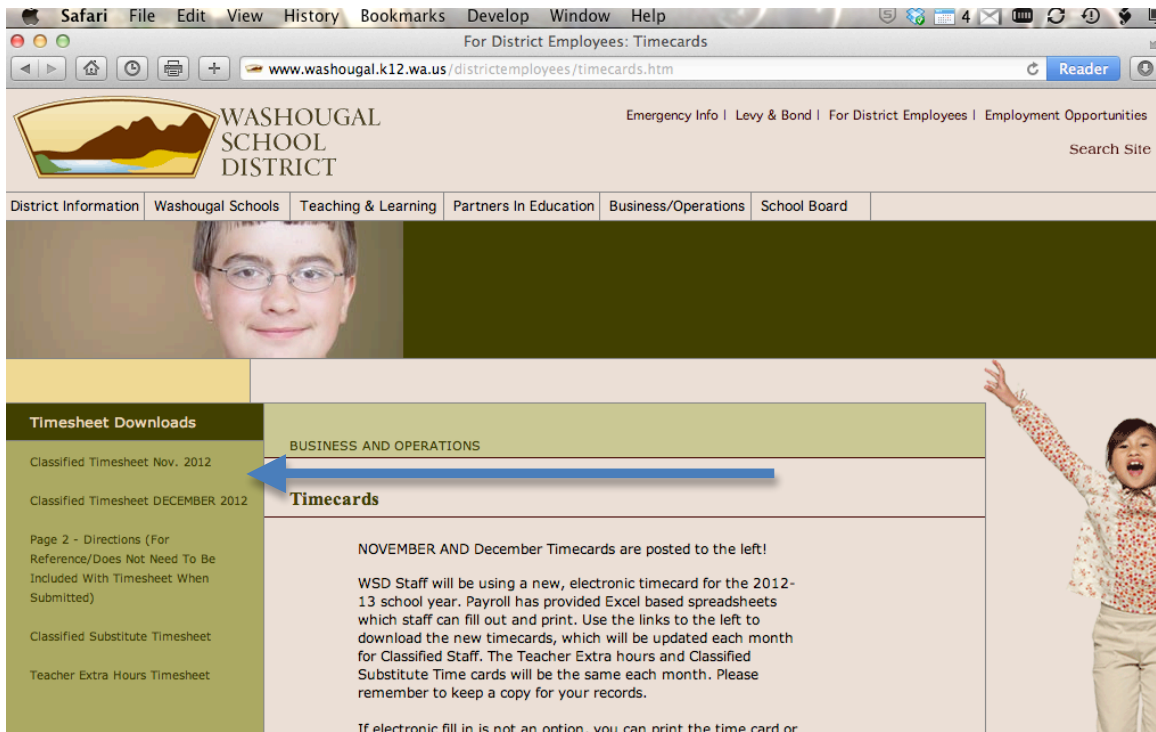
When Safari opens, go to the District Web site and select the “For District Employees” at the top of the page.



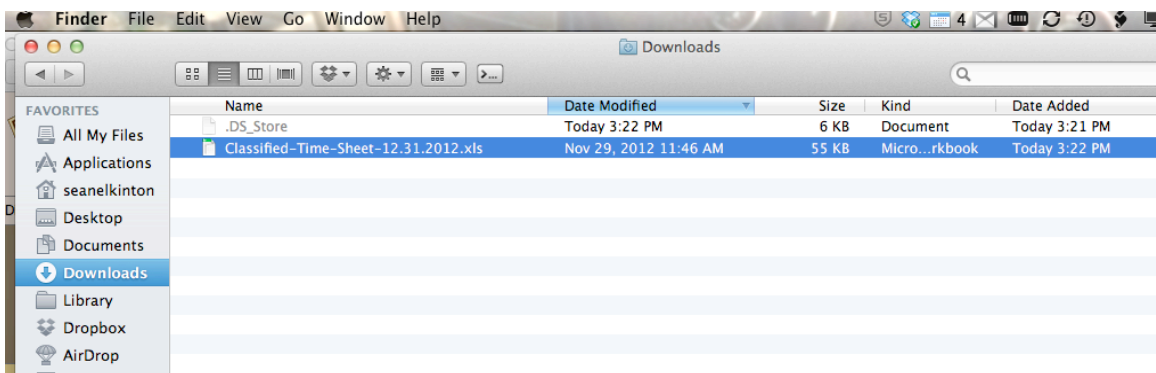
Select Timecards on the left column.



Select the Classified Timesheet for the current month.

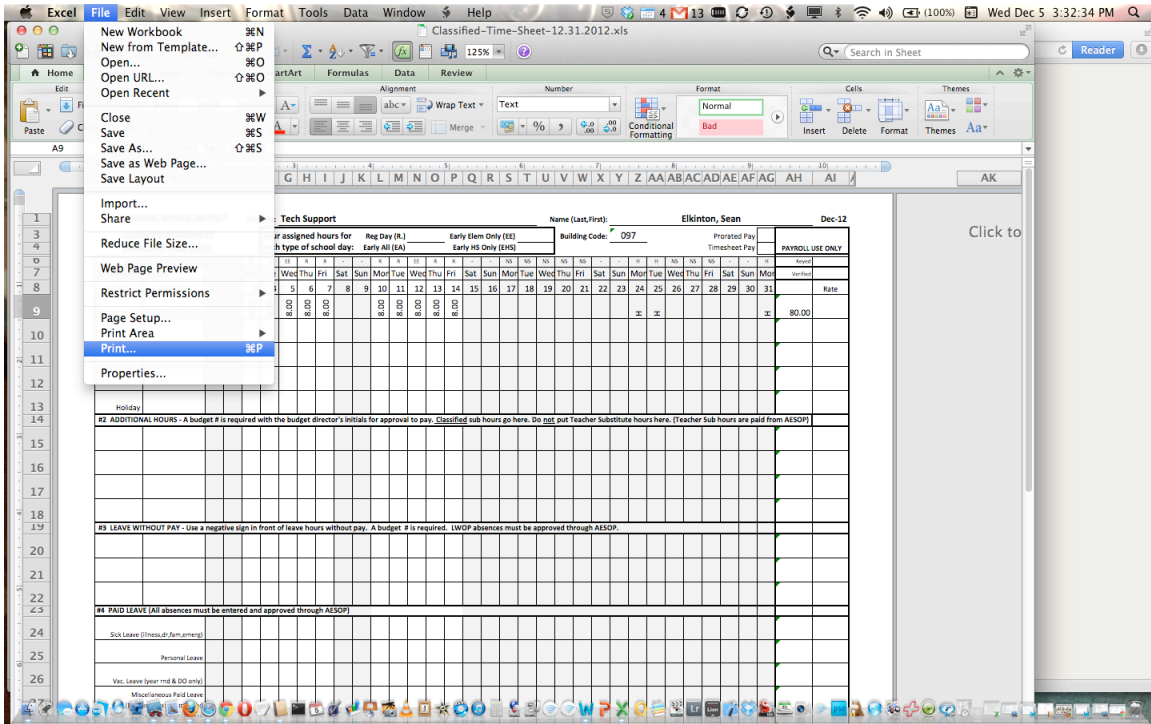


The timecard will either automatically be saved in your downloads folder or it will prompt you to save it on your Desktop. When you timecard is saved go to either your downloads folder or Desktop and double click on it.

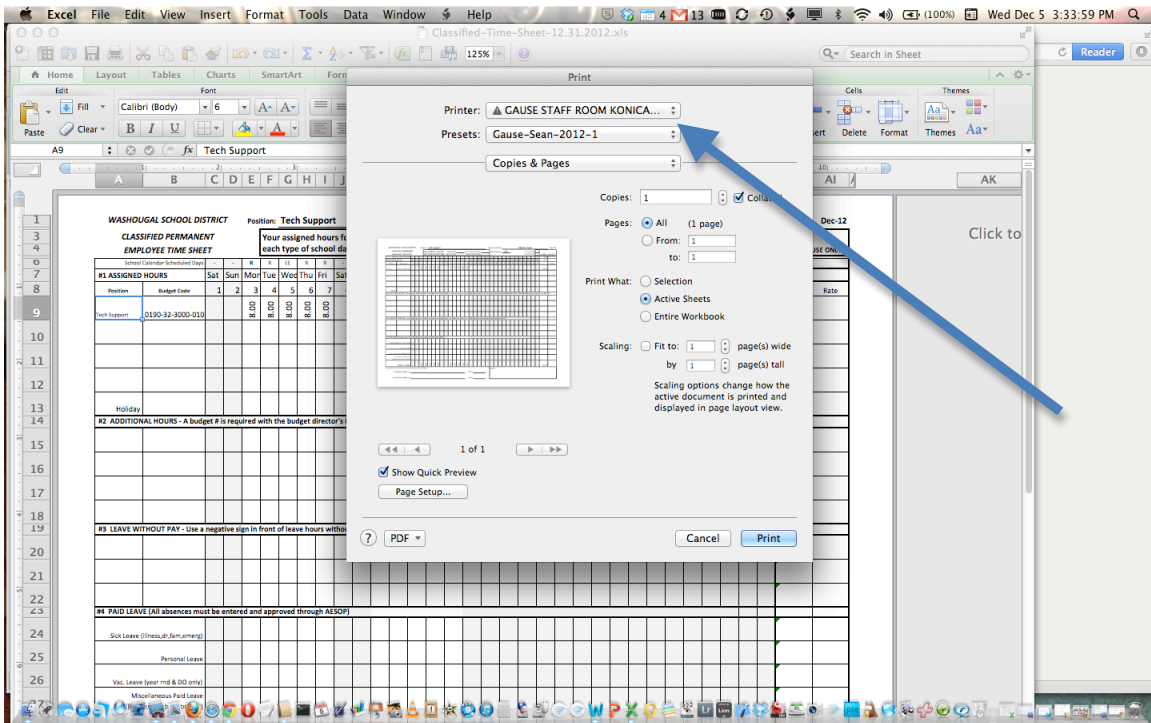


The Timecard will open in Excel after you double click it. Enter your hours in the respective days. The total will automatically calculate for you.

After filling out your time card, click on File and then Print from the top bar.



Select the printer you want to use and then select print. If you do not have any printers, contact your Tech support person for help adding one.



Sign your time card and give it to your supervisor or secretary for processing.